

Individual Cabinet Member Report – transfer of capital scheme from provisional to approved programme

(If any background papers attached to this request are exempt please add the following paragraph here:
The attached background papers are NOT FOR PUBLICATION in accordance with paragraphs.....of
Schedule 12A of Part 1 of the Local Government Act 1972. PLEASE DO NOT INCLUDE ANY EXEMPT
INFORMATION ON THIS FORM).

Name of Cabinet Member	Rob Simister
Delegations Checked and certified by	
Name of officer requesting the decision	John Backley
Contact details of officer	John.backley@southandvale.gov.uk tel 01235 540443
Details of decision required	<p>That £96,000 be transferred from the provisional capital budget to the approved capital budget to meet the cost of carrying out improvements to Henley train station public conveniences.</p> <p>That the cabinet member for HR, IT and Technical Services approves the South Oxfordshire District Council to draw down from the Scape framework and enter into an agreement with Kier Construction Limited for the refurbishment of the public conveniences at the train station in Henley-on-Thames.</p>

<p>Recommended Action</p>	<p>Details of the contractual arrangements</p> <p>South Oxfordshire District Council has entered into a contract based on a National Minor Works Framework agreement between Scape and Kier which allows for the award of projects under £2million to be carried out by Kier.</p> <p>Scape is a public sector organisation which procures single supplier construction and consultancy frameworks. All frameworks are procured in compliance with EU procurement regulations.</p> <p>Details of the proposed works</p> <p>The public conveniences at the train station in Henley were constructed in the 1970s and are in a poor state of repair and require extensive modernising. They are of traditional design with a men's urinal and two male wcs, three female wcs and a toilet for use by the disabled. The toilets have relatively light use for most of the year apart from during Regatta and other summer events for which temporary public conveniences are provided. Officers consider a reduced provision of two unisex toilets would be sufficient at this location.</p> <p>The work consists of adapting the existing disabled toilet to provide one unisex public convenience to include use by the ambulant disabled and adapting the existing urinal area to make a fully compliant toilet for use by the disabled. The works included for all new doors, flooring, wall tiles, lighting and matching hand washing facilities and pans. Baby changing facilities will be included in both toilets.</p> <p>Kier will oversee all aspects of the work from obtaining quotes, to managing the site including health and safety and checking the quality of the work to sign off. This frees up officers to focus on other projects.</p> <p>Cost of the works</p> <p>Officers estimate the cost of providing the two unisex toilets as £81,000. This is made up of:</p> <p>Project management, design, pre and post completion works and health and safety by Kier £7,600 Main works by contractor £56,000 Site surveys, set up, building control £7,000 Risk contingency £2,000 Total £72,600</p> <p>Based on fixed rates in the framework agreement, to this total Kier take 9.83 per cent profit (£7,136) and Scape take a fee of 0.95 per cent (£690). This makes a total of £80,427. Officers consider that these costs represent good value for money and will allow for the project to proceed in September 2015.</p> <p>Officers are also exploring using some local art on, or as part of the wall tiles of each cubicle plus installing an audio system that could play music or give out pre-recorded information. Officers estimate this cost at a total of £6,000.</p>
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Reasons for recommending decision	Kier has recently carried out very similar improvements to a public convenience in Faringdon to provide a unisex and fully compliant toilet for the disabled at a cost of £80,000. The renovation has also provided an area for storage that local traders are able to use. Officers are happy with the standard of the work and the way Kier has managed the project.
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Financial details	The estimated costs of the improvement works is £86,427. Officers request that the full budget of £96,000 be transferred to the approved budget to allow for any contingencies or additional works.			
Alternative options considered and rejected	The alternative would be to knock down the whole building and do a full rebuild to a new specification. This idea was rejected as the fabric, walls and roof of the building are sound and carrying out the improvements is less costly than a full rebuild. Carrying out the improvements and reducing the provision will allow for some spare space which could be made useable at a later date if required.			
Details of background documents	None			
Declarations / conflict of interest	Declarations of any other Cabinet Members consulted by the Cabinet Member making the decision.			
Consultation (officers/ward councillors) <i>Legal, HR, Agenda 21 and finance should be consulted regarding the proposals. Ward Councillors, other Cabinet Members and officers should be consulted if the proposals will have an impact on their service area/ward.</i>	Section	Name	Outcome	Date
	Ward Councillors	Stefan Gawrysiak	Agreed	Email 5 June 2015
		Joan Bland	Agreed	Email 1 June 2015
		Lorraine Hillier	No response	
	Legal	Legal	OK	Email 18 May 2015
	Finance	Steve Guard	Confirmed budget	Email 20 May 2015
	Human Resources	Gill Lay	OK	Email 15 May 2015
	Sustainability	Heather Saunders	OK	Email 20 May 2015
	Diversity and Equality	Cheryl Reeves	OK – pan height to be 20-21 inches	Email 14 May 2015
	Press Officer	Gavin Walton	OK	Verbal 21 May 2015
	Procurement	Phillip Hinton-Smith	I concur with use of SCAPE and Kier are a good Contractor	Email 15 May 2015
	Head of service	Andrew Down	Agreed	Email 22 May 2015
Strategic Director's approval	Steve Bishop agreed by email			Date 8 June 2015

Cabinet Member's approval	Cllr Rob Simister	Date 9 June 2015
Reasons for making decision	To carry out improvements to the council public conveniences at Henley train station, I approve that, £96,000 be transferred from the provisional capital budget and, that the council draw down from the Scape framework and enter into an agreement with Kier Construction Limited for the refurbishment.	

Appendix 1: Detailed capital scheme appraisal report

Ownership of report/ scheme	<p>Cllr Rob Simister rob.simister@southoxon.gov.uk</p> <p>Officer is John Backley john.backley@southandvale.gov.uk</p>
Details of the scheme	<p>The scheme is the renovation of the council public conveniences at the train station in Henley.</p> <p>The scheme is being carried out under a framework agreement with Scape.</p> <p>The scheme will be managed by Kier in the arrangement with Scape</p> <p>Anticipated start date is September 2015 with practical completion within 30 days.</p>
Strategic objectives	<p>The scheme meets the council's strategic objectives to effectively manage our resources by creating a new public convenience which is robust and easy to clean and maintain and also a facility that supports the local economy by providing a facility which is of a high quality, modern, hard wearing design.</p>
Purpose of the scheme	<p>The objectives of the scheme are to provide a modern looking and quality facility that can be easily kept clean and is resistant to vandalism.</p> <p>The council has no legal obligation to provide public conveniences but there are no other toilet facilities at the train station so this provides a good local amenity.</p> <p>An alternative which officers has considered would be to knock down the whole building and do a full rebuild to a new specification. This idea was rejected as the fabric, walls and roof of the building are sound and carrying out the improvements is less costly than a full rebuild. Carrying out the improvements and reducing the provision will allow for some spare space which could be made useable at a later date if required.</p> <p>Another alternative is to close the facility and not provide any toilet. This has been rejected as the council wishes to support the local community, the town and the train station by providing this facility.</p> <p>There are no other toilet facilities on this side of the town, the closest alternative toilet is in Greys Road car park.</p>

Benefits of the Scheme	Any user of the train station or the car park will benefit from the toilet facility plus any other users passing by.
Measuring the success of the scheme	There are no current usage figures to measure any increase of usage of the facility. Officers will rely on feedback from users and potential use of public consultation exercises like the citizens panel to measure the success of the scheme.
Financial details	Financial details are shown in appendix 2
Hurdles to be overcome	<p>There is no need for any planning approval for the changes which will be all to the interior, apart from new doors. An asbestos survey will be carried out at an early stage to gauge what pre-construction works are required to remove any asbestos present.</p> <p>Alternative toilets (portaloos) will be provided during the construction. Officers may also need to seek the permission of the adjacent landowner (First Great Western railways) for the location of a site hut and the portaloos during construction.</p>

Appendix 2: Financial details

The capital cost of the scheme	Officers estimate the cost of providing the two unisex toilets as £87,000.
The profile of that expenditure	The majority of the work is due to take 30 days. The spend will be split in two equal halves, one at the mid-point of the works and the remaining after final completion.
The revenue consequences of the scheme (expenditure and income)	There may be a small reduction in cleaning costs as the number of toilets/pans is being reduced. Officers will negotiate this cost with the cleaning contractor.
Details of any specific sources of external finance available for this scheme	None
Any VAT implications of the scheme	None
Any financial risks associated with the scheme	The main contractor, Kier operate an open book policy and build in a financial contingency into their estimates as well as an assessment of other risks.
Details of any financial return on the investment	None